

Port of Pasco Commission
Minutes of Regular Meeting of Port Commission
Held remotely and in person with Public Access
North Franklin Visitor Center, 661 S. Columbia Ave., Connell, Washington
September 13, 2023 | 10:30 a.m.

CALL TO ORDER

Commissioner Gordon called the meeting to order at 10:30 a.m., the meeting was attended in person and remotely via Zoom with Public Access through call in to 1-301-715-8592, meeting ID 6676918983.

Present: Commissioner Vicki Gordon, Commissioner Jean Ryckman, Commissioner Jim Klindworth, Attorney Heidi Ellerd, Airport Director Buck Taft, Deputy Airport Director Don Faley, Director of Economic Development and Marketing Stephen McFadden, Finance Director Donna Watts, Director of Properties Mayra Reyna, and Human Resources and Executive Staff Assistant Lori French.

Excused: Executive Director Randy Hayden

Guests: Sara Higgins, Devin Pilow, Mike Schwisow of the Columbia Basin Development League, Mayor Lee Barrow, City Administrator Cathleen Koch, and City Accounting Clerk Kelly Hogan of Connell, Kathy Valdez of the Franklin County Graphic, Bevon Davis of the Connell Chamber, Ben Hoppe of JUB, David Hart, and Wendy Culverwell of the Tri-Cities Herald.

APPROVAL OF AGENDA

Commissioner Klindworth moved, and Commissioner Ryckman seconded to approve the agenda. Motion passed unanimously.

CONSENT AGENDA

- a) Regular Meeting Minutes of August 27, 2023.
- b) Vouchers and Warrants #100713-100801, and Direct Deposits #23664-23705 in the amount of \$2,616,728.34 for the General Fund.

Commissioner Klindworth moved, and Commissioner Ryckman seconded to approve the consent agenda. Motion passed unanimously.

PUBLIC CITIZEN COMMENT

Mr. Davis of the Connell Chamber noted that the City of Mesa may be considering disincorporating and returning to the County.

PUBLIC HEARINGS AND RESOLUTIONS

Resolution 1613- A Resolution Between the Port of Pasco and the Port of Warden ILA for the Connell Rail Interchange- Mr. McFadden presented, Resolution 1613 will adopt the Interlocal Agreement between the Port of Pasco and Port of Warden for the Connell Rail Interchange. A short line railroad company – Columbia Basin Railroad – hauls freight to and from Adams and Grant Counties via the Connell Interchange. The short line serves about 60 companies that rely on rail. The interchange provides a method of connection between the short line and BNSF's Class #1 mainline. The Interlocal Agreement allows the Port of Warden to be the lead agency on the project within Port of Pasco

boundaries and establishes that the Port of Pasco will have no participation or liability in the Connell Rail Interchange project.

Commissioner Ryckman moved and Commissioner Klindworth seconded to adopt Resolution 1613 and authorize the Executive Director to execute the Connell Rail Interchange Interlocal Agreement with the Port of Warden. Motion passed unanimously.

Resolution 1614- A Resolution Changing the Time and Location of the Second September 2023

Commission Meeting- Ms. French presented, September 27th is the Tri-Cities Airport Tenant BBQ, and the meeting that is annually held at the Tri-Cities Airport.

Commissioner Klindworth moved and Commissioner Ryckman seconded to adopt Resolution 1614- Changing the Time and Location of the Second September Commission Meeting to 10 am on Wednesday, September 27th, at the Tri-Cities Airport, 3601 N. 20th Ave., Pasco, Washington. Motion passed unanimously.

ITEMS FOR ACTION

Port of Pasco and City of Pasco ILA for Economic Development Services- Mr. McFadden presented, the City of Pasco and Port entered into an agreement for Economic Development Services in 2016, in order for the Port to provide assistance in a few related areas. Earlier in 2023, City Manager Adam Lincoln requested to expand the scope of work attached with the agreement. The City and Port have been working to come up with a new scope of work and compensation agreement.

Commission and Mr. McFadden discussed the Agreement and workload that Mr. McFadden may be taking on.

Commissioner Ryckman moved and Commissioner Klindworth seconded to approve the City of Pasco Interlocal Agreement for Economic Development and authorize the Executive Director to execute the Agreement. Motion passed unanimously.

2023 Wharf Clean-up Budget- Ms. Watts presented, Golder Associates submitted a request of \$24,277 to provide project management and groundwater monitoring for the 2023 Marine Terminal Cleanup Project. The Port's portion of the cost is \$8,982, Crowley Maritime is responsible for the remaining \$15,295. Commission and staff discussed the remaining budget and project.

Commissioner Klindworth moved and Commissioner Ryckman seconded to authorize the Executive Director to sign the agreement with Golder Associates for \$24,277 for the 2023 Marine Terminal Cleanup Project. Motion passed unanimously.

A/V Updates for Port Meeting Rooms- Ms. French presented, staff budgeted \$20,000 for a 2023 upgrade for the audio/visual systems in the Port's Small Conference Room and Rotunda. After attempting to solicit interest from a number of companies over the last two years, staff was able to meet with a company out of Oregon. They provided a quote for three separate projects for the Small Conference Room, Rotunda, and Board Room upgrades. Ms. French presented a request for an additional \$31,500 to complete the projects, based on projected quotes.

Commissioner Ryckman moved and Commissioner Klindworth seconded to approve an additional \$31,500 for the 2023 A/V equipment update. Motion passed unanimously.

Ag Innovation Center- Mr. Taft presented, the Tri-Cities Regional Chamber of Commerce (TCRCC) is pursuing development of an Agricultural Innovation Center as part of their My-Tri 2030 regional visioning plan. The goal of the innovation center is to capitalize on the expertise and strength of our region's ag community to make the Tri-Cities a leader in developing new ag products and technology. The funding will come through the WA State Department of Commerce and must go to a local government. As the chair of the TCRCC Ag Council, Port Executive Director Randy Hayden offered to be the recipient and administrator of the funding. No Port funds are anticipated to be used in the feasibility study. Hiring and management of the consultant chosen to prepare the feasibility study will be managed by the Ag Council and Tri-Cities Chamber staff.

Commissioner Klindworth moved and Commissioner Ryckman seconded to authorize the Executive Director to enter into an agreement with the WA State Department of Commerce to fund the Ag Innovation Center Feasibility Study for up to \$194,000, with minor changes as may be approved by the Port Attorney. Motion passed unanimously.

ITEMS FOR DISCUSSION

July 2023 Financial Report- Ms. Watts provided the 2023 July Financial Report for discussion.

Tenant Delinquent List- Ms. Watts provided the Tenant Delinquent List for discussion.

Update on City of Connell- Mayor Lee Barrow, City Administrator Cathleen Koch, and Accounting Clerk Kelly Hogan were in attendance to provide an update on what is happening in the City of Connell. The Port Commission noted their appreciation for the City joining the meeting to share the updates, and for the good relationship between the two entities.

CBDL Presentation- Ms. Higgins and Mr. Schwisow provided a presentation on the Columbia Basin Development League's initiatives and activities, noting the upcoming Regional Community Convenings that will take place in October, and the CBDL Conference and Annual Meeting in November.

Mr. Davis of the Connell Chamber noted the number of new farmers (primarily in the Kahlotus area) that may not know about the CBDL and other groups that may be a good group to reach out to, as they hold similar interests.

North Franklin Heritage Museum American Legion Building Request and Tour- Mr. Taft presented a brief overview of the request for Port assistance with the American Legion Building refurbishment. Commissioners and staff discussed questions and concerns with the request from the North Franklin Heritage Museum. Of note, assisting with the project would require an amendment to the Port's Comprehensive Plan, looking into the background of any companies that bid on portions of the project, including a completion requirement in any agreement, and providing proper insurance coverage, all of which are of importance to the Commission. Mr. Taft asked for direction from the Commission to pursue

answering the above questions and looking into amending the Comprehensive Plan. The Commission agreed that staff should move forward. At the conclusion of the discussion, Port Commission, staff, and members of the public joined Shelly Harper, Executive Director of the North Franklin Heritage Museum, for a tour of the American Legion Building.

Commissioners, staff and public left for the tour at 1:24 pm.

Director Reports:

1. Airport Director
 - a. Mr. Taft provided an overview of the July Airport Activities Report.
 - b. Mr. Taft discussed the issue with GA tenants parking personal vehicles within the fence.
2. Airport Deputy Director
 - a. Mr. Faley noted the landscaping project is moving along.
3. Finance Director
 - a. Ms. Watts noted that the Port has completed the 2022 financial and federal single audit and has been issued a clean audit report.
 - b. The accountability and PFC audit are currently in process.
4. Director of Economic Development and Marketing
 - a. Mr. McFadden provided the EDM Report for Commission Review.
 - b. Mr. McFadden noted a meeting was held on September 6th for the .09 Fund, and progress seems to be being made.
 - c. Mr. McFadden discussed the upcoming COPA event.
5. Properties Director
 - a. Ms. Reyna noted that Big Pasco is full, except for the IEDS building that will need some improvements.
 - b. Ms. Reyna informed the meeting that Audrey Burney's last day with the Port would be September 21st, and that we were sad to be losing her, but excited for her new opportunity.

Commissioner Reports:

Commissioner Klindworth requested a workshop on land opportunities.

EXECUTED ITEMS/NO DISCUSSION

Change Order #1 for the Terminal Landscape Project Phase 2- Through Delegation of Authority the Executive Director signed change order #1 for the Terminal Landscape Phase 2 Project. This change order was in the amount of \$17,609.13 including Washington State Sales Tax. This change order was related to two items missed during the design of the project, replacing the existing main irrigation line under the Terminal Loop Road and installing new control wiring from the new irrigation system to the existing irrigation system for lawn areas near the rental car lot and the employee lot. The previous contract amount was \$503,441.85 and the revised contract amount with Change Order #1 is \$521,050.98, including Washington State Sales Tax.

Terracon Consultants Agreement for Phase 1 Darigold Rail and Phase 2 Last Mile Rail- Executive Director Randy Hayden has executed two professional services agreements with Terracon Consultants,

Inc. The cost for each agreement is inside of Mr. Hayden's spending authority. Each agreement is for a specific phase of the rail project, one of which includes federal funding. The ground converted to farm circles may provide the Port additional options for acquiring or swapping other land for industrial development purposes. Terracon's fees for the Phase 1 project are \$21,250. Phase 2 fees are \$30,850.

Airport Business Park Utility Cost- At the end of October 2022, Franklin PUD provided the Port with an estimated cost for the electrical utility installation for the Airport Business Park Improvement Project for \$198,696.19. Staff had budgeted \$217,714.72 for the Franklin PUD cost. Franklin PUD has recently updated their estimated electrical utility installation cost to \$221,034.78. Since the cost of the electrical utility installation is unknown at this time, staff will come to the Commission for approval of the actual cost once electrical utility installation is completed and Franklin PUD provides the final cost.

CALENDAR OF EVENTS

Commissioners and staff discussed the calendar of events.


EXECUTIVE SESSION


At 1:18, Commissioner Gordon announced that the Commission would go into Executive Session until 1:23 to discuss minimum lease price. At 1:23, the regular meeting resumed.

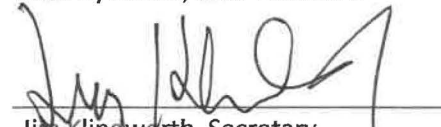
ADJOURNMENT

The meeting was adjourned at 1:57 p.m.

Port of Pasco Commission:


Vicki Gordon, President


Jean Ryckman, Vice-President


Jim Klindworth, Secretary